

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 18**

**May 19, 2003**

**SUBJECT: DETENTION LOGS - REVISED**

**PURPOSE:** The State of California Board of Corrections sets standards for the logging of juvenile detentions. In order to remain consistent with those standards, the Secure Juvenile Detention Log, Form 9.05, and the Non-Secure Juvenile Detention Log, Form 9.06, have been revised to document the arrest charge of a detained juvenile and to document the name and relationship of the person to whom the juvenile is being released. Additionally, revisions have been made to the Adult Detention Log, Form 6.19. All three logs now include a date field and page number at the top of the page with instructions to start a new log each day at 0001 hours, and the forms are one-sided documents.

This Order revises the Adult Detention Log, Form 6.19; the Secure Juvenile Detention Log, Form 9.05; and the Non-Secure Juvenile Detention Log, Form 9.06.

**PROCEDURE:**

**I. ADULT DETENTION LOG, FORM 6.19 - REVISED.**

**A. Use of Form.** Use of this form has not changed.

**B. Completion.** Completion of this form has been revised to include the following:

- \* **Area/Division:** Fill in location of occurrence; and,
- \* **Date:** A new Adult Detention Log shall be started at 0001 hours each day.

**C. Distribution.** Distribution of this form has not changed.

**II. SECURE JUVENILE DETENTION LOG, FORM 9.05. - REVISED.**

**A. Use of Form.** Use of this form has not changed.

**B. Completion.** Completion of this form has been revised to include the following:

- \* **Arrest Charge:** Document the arrest charge of the detained juvenile;
- \* **Juvenile Advisement:** Print the advising officer's

serial number on the appropriate line to acknowledge that the juvenile has been advised of the purpose of detention, expected duration, and six hour detention limit;

- \* **Released to:** Complete the name and relationship of the person to whom the juvenile is released; and,
- \* **Date:** A new Secure Detention Log shall be started at 0001 hours each day.

C. **Distribution.** Distribution of this form has not been changed.

### III. NON-SECURE JUVENILE DETENTION LOG, FORM 9.06 - REVISED.

A. **Use of Form.** Use of this form has not changed.

B. **Completion.** Completion of this form has been revised to include the following:

- \* **Arrest Charge:** Document the arrest charge of the detained juvenile;
- \* **Released to:** Complete the name and relationship of the person to whom the juvenile is released;
- \* **Date:** A new Non-Secure Detention Log shall be started at 0001 hours each day; and,
- \* **Verifying Officer:** The officer supervising the juvenile during non-secure detention shall check the **Juvenile Separated from Adult Population** box, and document his/her name and serial number.

C. **Distribution.** Distribution of this form has not been changed.

**AMENDMENTS:** This Order amends Manual Section 4/218.66.

**AUDIT RESPONSIBILITY:** In accordance with Department Manual Section 0/080.30, each bureau commanding officer shall monitor the compliance with Adult Detention Log procedures, and the Commanding Officer, Detective Bureau, shall monitor compliance with the Secure and Non-Secure Juvenile Detention Logs.

**FORM AVAILABILITY:** The Adult Detention Log, Form 6.19; the Secure Juvenile Detention Log, Form 9.05; and the Non-Secure Juvenile Detention Log, Form 9.06, will be available for ordering from the Department of General Services, Distribution Center, in about 60 days, and will be placed on the Department Local Area Network (LAN). Copies of the forms are attached for duplication and immediate use.

**WILLIAM J. BRATTON**  
**Chief of Police**

Attachments

**DISTRIBUTION "A"**